



# Job Opportunity

## State Controller's Office

**Position:** Payroll Services Specialist I

Statewide

**Location:** Personnel/Payroll Services Division  
300 Capital Mall, 9th Floor, Sacramento, CA 95814

**Issue Date:** 07/19/00

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Bill Lunardi, (916) 323-4921  
CALNET 473-4921

**Who May Apply:**

Candidates currently in the classification, or eligible for lateral transfer or promotion.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-1311-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the direct supervision of a Payroll Services Supervisor II, the incumbent is responsible for auditing and processing disability pay documentation in compliance with State and Federal laws, rules, policies, and procedures.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Audit, compute, and process disability payroll transactions.
- Analyze, research, and resolve computer-generated error messages.
- Resolve and respond to a variety of disability-related payroll inquiries.
- Complete weekly and monthly statistical reports.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division  
300 Capital Mall, 9th Floor  
Sacramento, CA 95814

Attn: Bill Lunardi



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

